

Opening Date: October 2, 2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 15-06
Monthly Salary: \$3,127
Group/Class: B14/1014
Travel: None
Division: Finance
Number of Positions: 1
Position Number: 1444

JOB VACANCY NOTICE

Accountant I

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs detailed routine accounting work preparing disbursements, including contract payments, for various programs administered by the Texas Water Development Board. This position will specialize in processing payments and will report directly to the accounting team lead. Position may be required to respond to vendor's customer service needs or internal staff regarding pending payment issues. Position will work under moderate supervision with limited latitude for the use of initiative and independent judgment.

Essential Job Functions

- Prepares accounting entries and documents for transactions related to disbursements in all accounts as necessary.
- Input accounting entries into MIP and USAS.
- Prepares accounting journals or payment vouchers, as necessary.
- Track and monitor balances of purchase orders and contracts.
- Receives, reviews, and records new invoices into an expenditure log and distributes accordingly.
- Provides customer service as needed.
- Coordinates with the other accountants to ensure coverage of functions related to job duties.
- Actively participates in independent job-related research and demonstrate initiative when seeking solutions to issues.
- Composes sections of a centralized work manual for job tasks.
- Performs other duties as assigned.

Minimum Qualifications

- Familiarity with accounting and financial operations.
- Graduation from an accredited high school or equivalent.

Preferred Qualifications

- State of Texas government accounting and accounts payable experience is preferred.
- Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of or experience with accounting software such as Micro Information Products (MIP), USAS, and MS Excel.
- Knowledge of and experience with State of Texas payment processing.
- Ability to work accurately with numerical details in a high volume setting.
- Ability to communicate effectively both verbally and in writing.
- Ability to work as a team member in a courteous and effective manner.
- Ability to work efficiently and independently in a dependable, organized and productive manner in order to arrange workload plan to meet schedules and deadlines.

Remarks

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number: 15-06

- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.